NPDES Permittee Instructions
DMR-QA Study 23

1. **Submit response for receipt of this package to USEPA.** Your response is required to ensure that the package was properly received and recognized, and to verify that your mailing information is correct. You must submit your response no later than **May 23, 2003**. Follow instructions inside the front cover or on page 2.

2. **Determine the laboratories that will perform your DMR-QA Study 23 tests.** You must use your usual laboratories to analyze DMR-QA Study 23 samples.

   Chemistry Portion
   If you routinely perform any analyses at your facility (in-house laboratories) such as pH, TRC, etc., these tests are required to be conducted on-site. If more than one laboratory performs the analysis on a particular analyte, the laboratory performing the majority of the analyses must analyze the samples for DMR-QA Study 23.

   WET Portion
   WET QA testing is required if your permit requires WET testing during 2003 on the test organisms included in this study. If you routinely perform WET tests at your facility (in-house laboratories), those tests should be conducted on-site. If more than one laboratory performs toxicity testing for your permit, the laboratory performing the majority of each test must analyze samples for DMR-QA Study 23.

3. **Send the Study 23 instructions from this package to your laboratory.** Inform each in-house or contracted support laboratory that routinely produces DMR data for your NPDES permit which tests they must conduct and report to you. Send a copy of the appropriate instructions as follows:

   Chemistry Portion
   a) DMR-QA Chemistry Laboratory Instructions and Analyte Checklist (pages 6 - 7)
   b) NIST-Accredited Providers (page 11)

   WET Portion
   a) DMR-QA WET Testing Laboratory Instructions and WET Organisms/Test Conditions/End Points (pages 8 - 10)
   b) NIST-Accredited Providers (page 11)

   Helpful Hint: If you have more than one laboratory analyzing DMR-QA Study 23 samples, direct all of the labs to get their samples from the same Provider (PROVIDER=company that manufactures the samples). Remember that you must have the resulting data evaluated by the Provider that manufactured the samples for each test, so a common source for all samples clearly would be advantageous to you.

4. **Make certain that your in-house and/or contracted labs understand and complete all requirements.** Each laboratory must use the USEPA-assigned Laboratory Code on all reported results. These are available from Mr. Charles Feldmann, 140 USEPA Facilities, 26 W Martin Luther King Drive, Cincinnati, OH 45268, (513) 569-7671.

5. **Order samples as required by your permit.** You or your contract lab must request samples from Providers before June 2, 2003.

   You or your contract lab may want to use your DMR-QA study results as one of your Proficiency Testing (PT) rounds for state certification. To do so, contact your State Coordinator to determine if they will accept the results from a standard DMR-QA Study (i.e., start date=June 2; end date=August 29) for your PT round. Some states will not accept the standard DMR-QA results. If this is the case, you can elect to use an approved Water

Pollution (WP) Study for generating results for DMR-QA Study 23. WP studies are only valid for DMR-QA Study 23 if the study meets the following requirements:

a) Data (i.e., final results) must not be released prior to June 2, 2003.
b) Study close date is on or before August 29, 2003.
c) Study is offered by a NIST Accredited Provider.

If you choose to use a WP study, please be aware that you must report all data to the Provider by their published WP Study Close Date even if it is prior to the DMR-QA deadline of August 29, 2003. [Notify the Provider that WP is being used for DMR-QA]. You may not extend a Provider's WP Study Close Date to August 29, 2003 to match the DMR-QA deadline.

6. **Perform analyses within the deadlines defined by the Provider.**

7. **Obtain the results of your tests on the DMR-QA Study 23 Data Report Form(s)**. *Helpful Hint:* Set a date by which test result data must be mailed to you that allows you enough time to complete the Final Data Packages and submit them to your sample Provider.

8. **Complete the information in this study package** entitled "NPDES PERMITTEE DATA REPORT FORM" (located after page 15) or the Provider-supplied forms for DMR-QA Study 23.

9. **Make copies of the four-page "NPDES PERMITTEE DATA REPORT FORM" or the Provider-supplied forms and attach a copy to each Provider Data Report Form received.** This creates a permittee data package that is ready for submission to each Provider you used.

10. **By August 29, 2003, submit permittee data packages** to the Provider that produced the samples you used and to your state and Regional Coordinators. *Note:* Each Provider will evaluate the data you report and send a performance evaluation (PE) report to you, your state and Regional DMR-QA coordinators, and the USEPA by October 31, 2003.

    If you wish to report results for analytes you never report on a DMR for your permit, check the "voluntary analytes" box beside such values on the data sheet and these data will be evaluated unofficially. Note, however, that you will not receive credit for data reported as "voluntary" and that you may incur extra charges for the "voluntary" data.

    Include the completed, signed "Analyte Check List, DMR-QA Study 23" (page 7) with the package you are submitting to your regulatory authority.

11. **Investigate any discrepancies or "not acceptable" data reported by your Provider.** You must identify and report the causes and your system changes to correct discrepancies to avoid their reoccurrence. This signed report must be sent to your primary regulatory authority and DMR-QA coordinator by **December 8, 2003.** It is recommended that the report be submitted so that the delivery and receipt of the report can be tracked.

12. **Maintain a copy of all completed forms for your records.**